

HELENA SCHOOL DISTRICT NO. 1 Personnel Office • May Butler Center 55 South Rodney • Helena, Montana 59601 1-406-447-8575 www.helena.k12.mt.us

<b>SPECIFIC</b>	VACANCY	APPLIED	FOR

	(Last Name)		(Middle Name)	
Street	City	State/Zip	Phone	
Street	City	State/Zip	Phone	

- 2. A properly completed and signed Helena School District #1 Application Form;
- 3. Copies of transcripts of all college or university credit to date and one set of college placement papers or equivalent;
- 4. Evidence of Montana certification/licensure or a signed statement or letter from the authorized Montana agency indicating that the applicant is qualified for Montana certification/licensure;
- 5. A professional resume which includes the candidate's academic preparation; experience and other qualifications which specifically relate to the current District vacancy.

Candidates who apply for more than one District vacancy must submit additional photocopied sets of application materials which specifically reference the academic preparation, experience and other qualifications for additional District vacancies. It is not necessary to include a copy of college placement papers. (Candidates should make a copy of application materials for future use.)

- · Unsolicited contact with District employees involved in the hiring processes other than the Personnel Office may disqualify a candidate from consideration for employment.
- Finalist candidates will be contacted by the Personnel Office to schedule interviews.
- All application materials submitted by candidates become the property of Helena School District No. 1.

# CERTIFICATION/EDUCATION

	•	ssess a valid Montana :	Teaching Certificate?	Yes No			
Are vou	ı currer	ntly under a contract w	ith another school district?				
•		•					
•			CERTIFICATE INFORM				
Class		Level	Folio Number	Expiration Date			
Class		Level Folio Number Expiration Date		Expiration Date			
Endorsements:		Number	Area	Credits in area (Semester=1.5 Qtr. Credits) Quarter Credit Hours			
				Quarter Credit Hours			
				Quarter Credit Hours			
Yes	No	Please Check ( 🗸 )					
		Have you within the past seven (7) years served any portion of a criminal sentence or been convicted of any offense that involves any form of violence such as assault, rape, child abuse, child molesting, extortion, blackmail, coercion or any crime which involves drugs?					
		Have you within the past seven (7) years served any portion of a criminal sentence or been convicted of any offense that involved embezzlement, fraud, stealing, robbery, extortion, blackmail or coercion?					
		Have you ever had a certificate or license revoked or suspended?					
		Are any criminal charges or proceedings pending against you?					
		Have you ever been invo your behavior or job per	pluntarily terminated from any job formance?	or asked to resign from any job for reasons relating to			
				heet and attach that explanation to this application. ment. All circumstances will be considered.)			

### CERTIFICATION

Communicate with the Director of Certification, State Department of Public Instruction, Helena, Montana 59620, regarding your eligibility for a Montana certificate. Furnish information to this office regarding certification as soon as you receive it from the State Department. Helena School District No. 1 does not assume any responsibility for your certification. As the recipient of a new Montana teaching certificate, you must comply with Section 20-4-202, Montana Code Annotated, which states in part "... If a teacher or specialist does not register her/his certificate with the county superintendent within sixty calendar days after s/he begins to perform her/his services, s/he shall not be eligible to receive any further compensation under her/his contract of employment until s/he has registered her/his certificate.

### TRANSCRIPTS/PLACEMENT FILES

It is the candidate's responsibility to request your college or university to provide us with up-to-date transcripts and an <u>updated</u> placement file. Official transcripts of all college work must be furnished at the time an offer is made; unofficial copies will suffice for application purposes. <u>Most placement offices do not include transcripts with the placement file.</u>

### **EMPLOYMENT CONDITIONS**

- Pursuant to ARM 16.28.1055, each District employee must provide verification that the employee has had a tuberculosis (TB) test. Verification must include the date of the test, the results of the test, and the signature of the person who conducted the test. It is the policy of the Personnel Office to require verification of a TB test from any candidate chosen for employment prior to placing that person's name in front of the Board of Trustees for approval.
- Helena School District No. 1 has a Tobacco Free Policy enforced in all District buildings.
- Teachers employed by Helena School District No. 1 are represented by the Montana Education Association. Should a candidate be selected for employment by the Board of Trustees, according to the Agreement between the Board of Trustees and the Association, please take notice that as a condition of employment, you will be obligated to pay a representation fee to the Montana Education Association, regardless of whether you elect to become a member of the Association.

# MAINTENANCE OF CREDENTIALS SUBMITTED FOR EMPLOYMENT CONSIDERATION

State certification/license and areas of endorsement as indicated on the initial application are continuing District expectations while employed. If elected, the applicant agrees, while in the employ of Helena School District No. 1, to maintain all areas of endorsement under which they were hired.

### REFERENCES/PREVIOUS EXPERIENCE

I authorize investigation of all statements and matters contained in this application or which the Board of Trustees of Helena School district No. 1 and/or their agents may deem relevant to my employment, and I authorize all my previous employers to persons having information concerning me or my record to report such information to Helena School District No. 1. I release all such persons from all claims or liabilities whatsoever on account of making such inquiry or making such disclosures whether favorable or unfavorable.

# **EQUAL OPPORTUNITY**

All applicable state and federal statutes apply to Helena School District No. 1 practices and procedures. Helena School District No. 1 is an equal opportunity institution. It is the policy and intent of this District not to discriminate in its educational programs and activities or in employment of the basis of race, color, sex, age, religion, creed, marital status, citizenship, national origin, physical or mental handicap, veteran status or any other unlawful basis.

### VETERAN EMPLOYMENT PREFERENCES

The Veterans' Public Employment Preference Act, Montana Code Annotated §39-29-101 et seq., provides preference in public employment for certain military veterans or their eligible relatives. Montana Code Annotated §39-29-102 provides the additional of 5% points or 10% points to an applicant's score when a numerically scored procedure is used provided the applicant receives 70 or more percentage points of the total possible points that may be granted in the scored procedure.

I understand that misrepresentation or or in this application is complete and accurate to the complete and accurate the co	mission of information requested is cause for dismissal, and I affirm that the information provided trate.
 Date	Signature of Applicant

Your completed application folder will be placed on active status in the Personnel Office for two years from the date of your application and will be considered each time <u>you write to express your interest</u> in an announced vacancy. After two years an applicant not offered employment should contact this office to renew application if employment is still desired.